



Vi Agroforestry

TERMS OF REFERENCE FOR FARMER ORGANISATION TRAINING

Organization: Vi Agroforestry

Project: Kenya Agriculture Carbon Project (KACP)

Focus: Organization Development for Farmer Organizations

ABOUT VI AGROFORESTRY

Vi Agroforestry is a Swedish NGO that has been operating in East Africa since 1983. The organization has its headquarters in Stockholm, Sweden and a Regional Office in Nairobi, Kenya, and with country offices in Kampala (Uganda), Mwanza (Tanzania), Kigali (Rwanda) and Kitale (Kenya).

Vi Agroforestry's current strategy 2017-2021 aims to have smallholder farmer families in Sub-Saharan Africa sustainably improve their livelihoods through increased climate change resilience, food security, higher incomes, and greater equality between women and men by 2021. The strategy targets smallholder farmer families living in poverty, with a special focus on women, children and youth, who are members or potential members of democratic farmers' organizations in areas vulnerable to climate change in Sub-Saharan Africa.

The strategy is implemented through the ALIVE programme (2018-2022), within the framework of which all projects and programme interventions are clustered and contribute to the regional result matrix.

Over the years of operation, Vi Agroforestry has moved from own implementation, working directly with farmers and farmer groups at community level, to implementing through local partner organizations. The change in approach is driven by strengthening of civil society, increased local ownership and ensuring long-term sustainability of results.

BACKGROUND AND CONTEXT

The Kenya Agricultural Carbon Project (KACP) is a pilot Agricultural Land Management project being implemented in Kenya since 2009. Its development was supported by the World Bank Biocarbon Fund (BCF), and it is funded by the Foundation Vi Planterar träd ("We plant trees") and the Swedish International Development Agency (SIDA). The project promotes Sustainable Agricultural Land Management (SALM) practices on smallholder farms for livelihood improvement and GHG emission reduction through soil

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and tree carbon sequestration. It uses a holistic agricultural extension and farm enterprise development approach. The approach promotes farmer groups to establish Village Savings and Loaning Associations (VSLA) to finance selected sustainable farm enterprises and SALM practices.

The project is implemented in Vi Agroforestry programme regions of Kisumu and Kitale, in six (6) divisions of Bungoma, Siaya and Kisumu counties in Western Kenya. The project's target over its twenty-year crediting period is to implement SALM on 45,000 ha owned by 60,000 smallholders organized in 3,000 registered self-help groups. The project so far has reached 1,730 farmer groups consisting of 29,497 farmers implementing SALM on 21,452 ha of agricultural lands. From 2016, and with a view of creating community structures for sustainability of project activities, the 1,730 farmer groups were facilitated to form farmer organizations. Currently the project focuses on building the capacity of these farmer organizations to offer affordable demand driven service to their members. Despite the crucial role these organizations play, they still have inadequate systems and structures. Therefore, initiatives are needed to strengthen them and increase their independence and sustainability.

DESCRIPTION OF THE TASK

The consultant will be expected to carry out a three-day training to farmer organizations' representatives aimed at strengthening their capabilities in financial management, procurement, human resource management, governance, marketing, resource mobilization, business management, advocacy, gender and M &E.

OBJECTIVES AND PURPOSE

To build the capacity of farmer organizations in leadership and governance to enhance services to small holder farmer families who are their members.

Specifically:

It is expected that this training will enable the farmer organizations to:

- Demonstrate a good understanding of the concepts, principles and importance of leadership and good corporate governance in their respective organisations
- Show a good understanding of the roles, functions and responsibilities of the Board of Directors
- Identify various requirements that makes a Board effective including appointment of executives, development of Board members and

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executives; formulating, overseeing implementation, monitoring and evaluation of their organisation strategies

- Develop clear mission, vision and value for the organisations
- Be familiar with various governance roles including legal responsibilities and compliance reporting roles.
- Have enhanced reinforcement of Board's role in managing conflicts of interests and running effective Board meetings
- Equip the board with the hands-on skills and conceptual knowledge needed to direct and provide excellent service to internal and external stakeholders
- Strengthen interpersonal skills via pro-active and deliberate team spirit approaches in managing shareholder expectations.
- Internalize the concepts and importance of code of conduct practices to enhance organizational performance.
- Be equipped with effective skills for networking and creating collaborations

APPROACH AND METHODOLOGY

The consultant is expected to design and adopt appropriate information dissemination tools and techniques that will impact on the participants. This will involve use of interactive methods that increase their understanding of the subject matter.

CONSULTANT REQUIREMENTS AND QUALIFICATION

Vi Agroforestry seeks to engage a consultant who must be a social scientist with excellent skills in organization development and project management with experience in working with rural based community organizations.

Specifically;

1. Previous experience in conducting trainings to farmer organizations.
2. Experience (at least 5 years) in organization assessments and capacity building.
3. Demonstrate Excellent facilitation, coordination and negotiation skills.
4. Communication skills in English, oral and written.
5. Capacity to work independently.

DELIVERABLES

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- i. An inception report detailing delivery methodology, work plan/schedule and program
- ii. Submission of draft training report.
- iii. Production of hand out manuals for the trainings conducted.
- iv. Submission of final training report.

ROLE OF VI AGROFORESTRY

- To identify and book for the training venue.
- Identify and make invitation for the participants to the training
- Provide background information relating to the task
- Organize for meals, accommodation and logistics support to the participants
- Facilitate payments to the consultants as per the payment schedule.

ROLE OF THE CONSULTANT

- Prepare and submit an inception report
- Prepare and share materials to be used for dissemination
- Conduct training within the stipulated time and venue
- Share process report

TIMEFRAME

The training for the team will be done for a period of 3 days.

HOW TO APPLY

Interested applicants to submit technical and financial proposal, separately comprising the following components:

- A cover letter explaining their reasons for applying and their understanding of the task at hand.
- An expression of interest explaining the reasons for applying and the applicant's understanding of the subject matter.
- A schedule of how the tasks will be done within the proposed time frame and the methodology and elaborate program
- Proposed budget for the task including the schedule of payments.
- Organizational capacity statement, experience and activities related to the task
- Curriculum Vitae for all the consultants that will be on this assignment.
- Relevant work undertaken in the last 5 years.

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- Full names, post office box, telephone numbers, e-mail address, physical address and contact person of the consultancy.

Technical and financial proposals to be addressed to applicationsKE@viagroforestry.org and to be received not later than 2.p.m 11th October 2019.

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